

~~SECRET~~TRD STAFF MEETING

26 April 1950

NO CHANGE in Class. ☐☐ DECLASSIFIEDClass. CHANGED TO: ~~SECRET~~

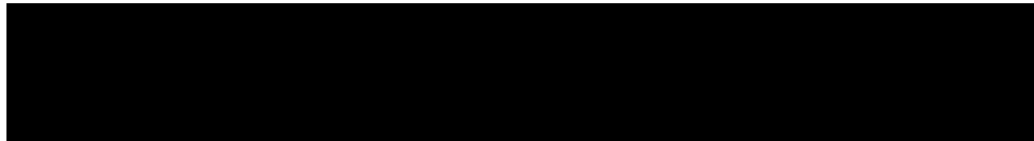
DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 02 MAR 77 By: 026

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Present:



1. One of the weaknesses of staff training is that the students do not know what is expected of them or what is planned for them until the end of the three courses of common instruction. It is, therefore, planned to have Mr. [REDACTED] give a short talk at the beginning of the SOC explaining the training program and the place of the SOC in the overall training picture. [REDACTED] will continue to give a talk on the mission of TRD in the AOC.

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2. The presentation requested by TRD of the intelligence requirements and the changes in information requirements will be given by [REDACTED] of OSC in the Auditorium at 4:00 p.m. today. Branch and division chiefs of OSC and OPC have been invited to attend. All instructor and staff personnel of TRD are expected to attend this briefing.

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3. The Training Liaison Officers' Guide should be issued in a revised form on 1 July 1950. This means that all additions and revisions to the manual should be submitted to TRD headquarters by 15 June.

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4. Mr. [REDACTED] raised the question of whether or not films to be used in the background course of ATB training should be included in the ATB budget. It was stated Mr. [REDACTED] should determine the overall film requirements for TRD for inclusion in the TRD budget. In addition, Mr. [REDACTED] was requested to have the \$100,000 in [REDACTED] set up as a contingency fund for use by ATB/TRD; no money would be expended from this fund unless specifically approved by ADPC.

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5. The floor plans for Building [REDACTED] are presently with I&S; they have taken them up with PBA and alterations should be completed approximately 15 June. [REDACTED] suggested considering the advisability of extending the present fence around [REDACTED] instead of separate fences around each building. Mr. [REDACTED] will discuss this possibility with I&S and Services.

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6. The question of rooms to be used by the various courses for running of problems was discussed. This is especially critical while the SOC is housed in [REDACTED]. It was decided that partitions should be erected for use in larger rooms in order to make several smaller rooms

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for use in problems. Mr. [REDACTED] will contact his chief instructors in the SOC, OC and AOC to prepare schedules of when rooms will be needed for problems and to prevent overlap as far as possible. In the event that still more rooms are needed on occasion, staff personnel will turn over their offices for instruction purposes.

ATB will move into Room 164 on Monday, 1 May. Mr. [REDACTED] will then occupy Room 201-A presently being used by ATB.

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6. A security meeting has been arranged for Friday at 1645 in the auditorium. This is to be attended by all TRD personnel in Building [REDACTED]. Mr. [REDACTED] will present an analysis of the violations incurred during the past year, including the type of violation, class of personnel committing it, etc. In addition, [REDACTED] will take five minutes to re-emphasize the importance of security for all personnel.

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7. There has been considerable difficulty in dealing with OPC on training matters, principally due to a lack of planning and a lack of study of the Training Liaison Officers' guide. Confusion has been particularly evident in connection with area and covert training. COS has requested that TRD prepare a guide for submission to OPC personnel to alert them to procedures to be followed in enrolling a person into training and following him through. The branch chiefs and the administrative officer were requested to lay down step by step the procedures to be followed. Mrs. [REDACTED] was requested to prepare a similar paper outlining the assessment procedures. This material should be submitted to [REDACTED] by 10 a.m. Wednesday, 3 May; in turn it will be sent to COS for presentation to ADPC at the OPC staff meeting.

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8. It is likely that parking spaces for TRD will be cut to 12: 4 at Building 14, 1 at L, 1 at the [REDACTED]. Of the six at [REDACTED] two are earmarked for the special cars of the ATB. When we have official notification of the decrease in assigned parking spaces, permits will be recalled and spaces re-issued on a priority basis. Mr. [REDACTED] suggested that four spaces near [REDACTED] might be utilized immediately by TRD personnel for parking.

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9. Mr. [REDACTED] lecture on the conduct of a conference will be held the end of next week. Time and place will be designated later.

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10. Mr. [REDACTED] will contact Mr. [REDACTED] of OSO and Mr. [REDACTED] of OPC to confer about the next USSR course. If there are sufficient students, it is hoped to schedule the next one for 15 May.

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